



CITY CIVIL REGISTRAR



CITY CIVIL REGISTRAR SERVICES



ISSUANCE OF BIRTH, MARRIAGE, DEATH CERTIFICATIONS/CERTIFIED COPIES/TRANSCRIPTIONS AND OTHER CIVIL REGISTRY CERTIFICATIONS

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
<p>Write request and submit to the employee-in-charge (EIC).</p> <p>EIC accepts, reviews/evaluates the request and collects required fees</p> <p>LCR staff verifies (thru digital/hardcopy) availability of request and prepares it (by encoding/printing)</p> <p>City Civil Registrar or other authorized signatory signs the document</p> <p>LCR staff releases the requested document.</p>	<p>EIC at Windows G</p> <p>EIC at Windows G</p> <p>Verification/Records Unit</p> <p>City Civil Registrar or other Authorized Signatory</p> <p>EIC at Windows G</p>	<p>2-5 mins.</p> <p>30 mins.- 1 hr</p> <p>5-10 mins</p> <p>2-5 mins.</p>	<p>P 85.00 per document or page</p>	<p>Properly accomplished request form</p>



REGISTRATION AND ISSUANCE OF CERTIFICATE OF LIVE BIRTH (COLB) AND CERTIFICATE OF MARRIAGE (COM)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
<p>Client/Registrant presents/submits documents for registration.</p> <p>EIC examines / evaluates the document, checking whether it is being submitted on time and the entries are properly filled up. If incomplete, EIC informs the client to comply and submit the lacking requirement(s).</p> <p>EIC receives and registers the document.</p> <p>City Civil Registrar or other authorized signatory signs the document.</p> <p>LCR staff releases the registered Certificate of Live Birth (COLB) or Certificate of Marriage (COM)</p>	<p>EIC at Windows G</p> <p>EIC at Windows G</p> <p>EIC at Windows G</p> <p>EIC at Windows G</p> <p>EIC at Windows G</p>	<p>5-10 mins.</p> <p>2-5 mins.</p> <p>5-10 mins.</p> <p>2-5 mins.</p>	<p>P 85 per copy of Certified Copies/ Transcription of Civil Registry Documents</p>	<p>Documents to be registered</p>



DELAYED REGISTRATION AND ISSUANCE OF CERTIFICATE OF LIVE BIRTH (COLB)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
Client/Registrant presents/submits documents for registration.	EIC at Windows G			
EIC examines / evaluates the document, checking whether it is being submitted on time and the entries are properly filled up. If incomplete, EIC informs the client to comply and submit the lacking requirement(s).	EIC at Windows G	5-30 mins.	<ul style="list-style-type: none"> • P 100.00 for the preparation and verification of the Certificate of Live Birth • P 635.00 for the Affidavit to Use the Surname of the Father (AUSF).(if necessary) 	<ul style="list-style-type: none"> • PSA Negative Result • Four (4) copies of the Certificate of Live Birth duly signed by the proper parties. • Accomplished Affidavit for Delayed Registration at the back of the COLB. • Documentary evidences (voter's affidavit, NBI Clearance, school records, driver's license, old cedula, ID's) which may show the name of the child, date and place of birth, and name of mother (and name of father, if child has been acknowledged)
EIC collects and issues official receipt for corresponding fee(s).	EIC at Windows G	5-10 mins.		
A notice to the public on the pending application for delayed registration shall be posted on the bulletin board of the city or municipality for a period of not less than ten (10) days.	EIC at Windows G	10 days starting on the following day after the application	<ul style="list-style-type: none"> • P 85 per copy of Certified Copies/ Transcription of Civil Registry Documents 	<ul style="list-style-type: none"> • Affidavit of two disinterested persons who might have witnessed or known the birth of the child
EIC receives and registers the document after 10 days posting period and prepares the certified true copy of the document	EIC at Windows G	5-15 mins.		<ul style="list-style-type: none"> • Sworn statement of mother if child is illegitimate
City Civil Registrar or other authorized signatory signs the document.	City Civil Registrar or other Authorized Signatory	5-10 mins.		Brgy. Certification and Medical Certificate/Affidavit of attendant of Birth.
LCR staff releases the registered Certificate of Live Birth (COLB)	EIC at Windows G	(after 10 days posting period) 5-10 mins.		



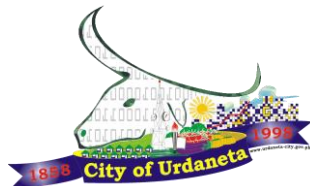
DELAYED REGISTRATION AND ISSUANCE OF CERTIFICATE OF MARRIAGE (COM)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
Client/Registrant presents/submits documents for registration.	EIC at Windows G			
EIC examines / evaluates the document, checking whether it is being submitted on time and the entries are properly filled up. If incomplete, EIC informs the client to comply and submit the lacking requirement(s).	EIC at Windows G	5-30 mins.	<ul style="list-style-type: none"> • P 100.00 for the preparation and verification of the Certificate of Live Birth • P 85 per copy of Certified Copies/ Transcription of Civil Registry Documents 	<ul style="list-style-type: none"> • PSA Negative Result • Four (4) copies of the Certificate of Marriage, accomplished correctly and completely. • Affidavit the solemnizing officer
EIC collects and issues official receipt for corresponding fee(s).	EIC at Windows G	5-10 mins.		<ul style="list-style-type: none"> • Affidavit of two witnesses
A notice to the public on the pending application for delayed registration shall be posted on the bulletin board of the city or municipality for a period of not less than ten (10) days.	EIC at Windows G	10 days starting on the following day after the application		
EIC receives and registers the document after 10 days posting period and prepares the certified true copy of the document	EIC at Windows G	5-15 mins.		
City Civil Registrar or other authorized signatory signs the document	City Civil Registrar or other Authorized Signatory	5-10 mins.		
LCR staff releases the registered Certificate of Live Birth (COLB)	EIC at Windows G	(after 10 days posting period) 5-10 mins.		



REGISTRATION AND ISSUANCE OF CERTIFICATE OF DEATH (COD)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
<ul style="list-style-type: none"> • For deaths in a hospital, clients/registrants present/submit document for registration • For deaths outside a hospital, clients/registrants must first go to the city Health Office for the preparation of the Certificate of Death. 	EIC at Windows G			Documents to be registered
EIC examines / evaluates the document. If incomplete, EIC informs the client to comply and submit the lacking requirements.	EIC at Windows G	5-30 mins.		
EIC receives and registers the document.	EIC at Windows G	5-15 mins.		
City Civil Registrar or other authorized signatory signs the document.	City Civil Registrar or other Authorized Signatory	5-10 mins.		
LCR staff releases the registered Certificate of Death (COD)	EIC at Windows G	5-10 mins.	P 85 per copy of Certified Copies/ Transcription of Civil Registry Documents	



DELAYED REGISTRATION AND ISSUANCE OF CERTIFICATE OF DEATH (COD)

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
Client/Registrant presents/submits documents for delayed registration.	EIC at Windows G			
EIC examines / evaluates the document, checking whether it is being submitted on time and the entries are properly filled up. If incomplete, EIC informs the client to comply and submit the lacking requirement(s).	EIC at Windows G	5-30 mins.	<ul style="list-style-type: none"> • P 100.00 for the preparation and verification of the Certificate of Live Birth • P 85 per copy of Certified Copies/ Transcription of Civil Registry Documents 	<ul style="list-style-type: none"> • PSA Negative Result • Four (4) copies of the Certificate of Marriage, accomplished correctly and completely. • Affidavit the solemnizing officer • Affidavit of two witnesses
EIC collects and issues official receipt for corresponding fee(s).	EIC at Windows G	5-10 mins.		
A notice to the public on the pending application for delayed registration shall be posted on the bulletin board of the city or municipality for a period of not less than ten (10) days.	EIC at Windows G	10 days starting on the following day after the application		
EIC receives and registers the document after 10 days posting period and prepares the certified true copy of the document	EIC at Windows G	5-15 mins.		
City Civil Registrar or other authorized signatory signs the document	City Civil Registrar or other Authorized Signatory	5-10 mins.		
LCR staff releases the registered Certificate of Live Birth (COLB)	EIC at Windows G	(after 10 days posting period) 5-10 mins.		



REGISTRATION AND ISSUANCE OF COURT DECREES

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
<p>Client/Registrant presents/submits documents for registration.</p> <p>EIC examines / evaluates the document. If incomplete, EIC informs the client to comply and submit the lacking requirements.</p> <p>EIC collects corresponding fees and prepares receipt.</p> <p>EIC receives and registers the document. EIC prepares certificate of court registration and make the necessary annotations/amendments as specified in the court decree.</p> <p>City Civil Registrar or other authorized signatory signs the document.</p> <p>LCR staff releases the registered Court Decree with annotated/amended documents.</p>	<p>EIC at Window B</p> <p>EIC at Window B</p> <p>EIC at Window G (Payment)</p> <p>EIC at Window B</p> <p>City Civil Registrar or other Authorized Signatory.</p> <p>EIC at Window B</p>	<p>5-30 mins.</p> <p>5-10 mins.</p> <p>30 mins.-1 hour</p> <p>5-10 mins.</p> <p>5-10 mins.</p>	<ul style="list-style-type: none"> • Registration of Court Decree/Order – P200.00 • Certificate of Registration of Court Decree/Order – P85.00/copy • Certified Photocopy of Civil Registry Document – P85.00/copy • Certificate of Authenticity – P85.00/copy • Penalty for Delayed Registration – P550.00 	<ul style="list-style-type: none"> • Court Decision with fresh signature of judge and duly certified by clerk of court (6 sets) • Certificate of Finality issued by corresponding (6 sets) • PSA copy of the document to be amended/annotated



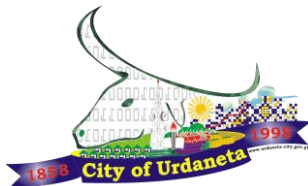
ENDORSEMENT AND ISSUANCE OF REGISTERED COURT DECREES

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
EIC verifies and prepares the necessary documents to be endorsed to the Philippine Statistics Authority (PSA).	EIC at Window B	30 mins.	<ul style="list-style-type: none"> • Endorsement Fee – P110.00 	
EIC collects corresponding fees and prepares receipt.	EIC at Window G (Payment)	5-10 mins.	<ul style="list-style-type: none"> • Certificate of Registration of Court Decree/Order – P85.00/copy 	
EIC mails the document thru express mail services.	EIC at Window B	1 working day	<ul style="list-style-type: none"> • Certified Photocopy of Civil Registry Document – P85.00/copy 	
EIC issues copy of endorsement letter and receipt of waybill.	EIC at Window B	5 mins. the following working day		
End-user will proceed to PSA to follow-up endorsed document.	PSA Sta. Mesa	Not Later than 30 after the document was mailed	<ul style="list-style-type: none"> • Certificate of Authenticity – P85.00/copy 	



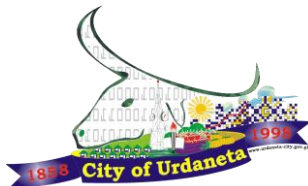
REGISTRATION AND ISSUANCE OF CERTIFICATE OF LIVE BIRTH (COLB) WITH AFFIDAVIT TO USE THE SURNAME OF THE FATHER

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
Client/Registrant presents/submits documents for registration.	EIC at Windows G			
EIC examines / evaluates the document, checking whether it is being submitted on time and the entries are properly filled up. If incomplete, EIC informs the client to comply and submit the lacking requirement(s).	EIC at Windows G	5-10 mins.	<ul style="list-style-type: none"> • P 635.00 for the Affidavit to Use the Surname of the Father (AUSF). • P 85 per copy of Certified Copies/ Transcription of Civil Registry Documents 	<ul style="list-style-type: none"> • Documents to be registered • AUSF fees or Certificate of Indigence.
EIC instructs client to execute an Affidavit to Use the Surname of the Father and as well as the Acknowledgment of Paternity at the back of the COLB	EIC at Windows G	Time depends on how long the affidavits get notarized by a lawyer to be carried out by the client		
EIC collects corresponding fees and prepares receipt	EIC at Window G (Payment)	5-10 mins.		
EIC receives and registers the document	EIC at Windows G	2-5 mins.		
City Civil Registrar or other authorized signatory signs the document	City Civil Registrar or other Authorized Signatory	5-10 mins.		
LCR staff releases the registered Certificate of Live Birth (COLB)	EIC at Windows G	2-5 mins.		



REGISTRATION AND ISSUANCE OF LEGAL INSTRUMENTS

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
EIC presents/submits documents for registration.	EIC at Windows G		<ul style="list-style-type: none"> •Affidavit of reappearance – P220 •Acknowledgment – P220 	
EIC examines / evaluates the document, checking whether it is being submitted on time and the entries are properly filled up. If incomplete, EIC informs the client to comply and submit the lacking requirement(s).	EIC at Windows G	5-30 mins.	<ul style="list-style-type: none"> •Acquisition of Citizenship – P220 •Cert of Legal Capacity to Contract Marriage – P550 •Legitimation – P220 •Option to elect Philippine citizenship – P220 	
EIC collects corresponding fees and prepares receipt	EIC at Window G (Payment)	5-10 mins.	<ul style="list-style-type: none"> •Partition and Distribution of properties of spouses and delivery of children’s presumptive legitimacy – P220 	
EIC receives and registers the document and make the necessary annotations/amendment in the document.	EIC at Windows G	5 mins. the following working day	<ul style="list-style-type: none"> •Marriage Settlements and any modification thereof – P220 •Repatriation document with oath of allegiance – P220 	
City Civil Registrar or other authorized signatory signs the document	City Civil Registrar or other Authorized Signatory	5-10 mins.	<ul style="list-style-type: none"> •Voluntary emancipation of minor – P220 	
LCR staff releases the registered Legal Instrument with annotated/amended documents.	EIC at Windows G	5-10 mins.	<ul style="list-style-type: none"> •Waiver of Rights/interest of absolute community of property – P220 •Other registrable legal instruments – P220 •Cert of registration – P85 •Birth Cert with Annotation – P85 	



ENDORSEMENT AND ISSUANCE OF REGISTERED LEGAL INSTRUMENTS

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
EIC verifies and prepares the necessary documents to be endorsed to the Philippine Statistics Authority (PSA)	EIC at Windows G	30 mins.	<ul style="list-style-type: none"> • Endorsement Fee – P110.00 	
EIC collects corresponding fees and prepares receipt	EIC at Windows G	5-10 mins.		
EIC mails the document thru express mail services.	EIC at Windows G	1 working day		
EIC issues copy of endorsement letter and receipt of waybill	EIC at Windows G	5 mins. the following working day		
End-user will proceed to PSA to follow-up endorsed document	PSA Sta. Mesa	Not Later than 30 after the document was mailed		



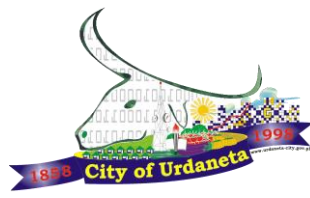
ENDORSEMENT AND ISSUANCE OF REGISTERED LEGAL INSTRUMENTS

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
EIC verifies and prepares the necessary documents to be endorsed to the Philippine Statistics Authority (PSA)	EIC at Windows G	30 mins.	Endorsement Fee – P110.00	
EIC collects corresponding fees and prepares receipt	EIC at Windows G	5-10 mins.		
EIC mails the document thru express mail services.	EIC at Windows G	1 working day		
EIC issues copy of endorsement letter and receipt of waybill	EIC at Windows G	5 mins. the following working day		
End-user will proceed to PSA to follow-up endorsed document	PSA Sta. Mesa	Not Later than 30 after the document was mailed		



ENDORSEMENT AND ISSUANCE OF CIVIL REGISTRY RECORD

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
EIC presents/submits documents for registration.	EIC at Windows G		Endorsement Fee – P110.00	
EIC examines / evaluates the document, checking whether it is being submitted on time and the entries are properly filled up. If incomplete, EIC informs the client to comply and submit the lacking requirement(s).	EIC at Windows G	5-30 mins.		
EIC collects corresponding fees and issues receipt	EIC at Window G (Payment)	5-10 mins.		
EIC prepares the certified photocopy of the document and endorsement letter to PSA	EIC at Window 1	10-20 mins.		
City Civil Registrar or other authorized signatory signs the document	City Civil Registrar or other Authorized Signatory	5-10 mins.		
EIC mails the document thru express mail services.	EIC at Windows G	1 working day		
EIC issues copy of endorsement letter and receipt of waybill	EIC at Windows G	5 mins. the following working day		
End-user will proceed to PSA to follow-up endorsed document	PSA Sta. Mesa	Not Later than 30 after the document was mailed		



APPLICATION AND ISSUANCE FOR MARRIAGE LICENSE

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
Applicant fill out application forms and submits requirements	EIC at Window R		<ul style="list-style-type: none"> • Application Fee – P220.00 • Marriage Counseling Fee – P66.00 • Marriage License – P 2.00 	
EIC examines / evaluates the document, checking whether it is being submitted on time and the entries are properly filled up. If incomplete, EIC informs the client to comply and submit the lacking requirement(s).	EIC at Window R	5-30 mins.		
EIC assesses/validates the form filled out and the requirements by the applicants and collect the necessary fees. Parents must also sign corresponding form if parents' consent or advice is required	EIC at Window R	5-10 mins.		
EIC collects fees and issues official receipt	EIC at Window G (Payment)	5-10 mins.		
EIC will post the notice for 10 consecutive days	EIC at Window R	10 days		
After the 10-day posting period and upon submission of the Marriage Counseling Certificate issued by DSWD, EIC prepares the marriage license on the date of issuance	EIC at Window R	2-5 mins.		
City Civil Registrar or other authorized signatory signs the document.	City Civil Registrar or other Authorized Signatory	5-10 mins.		
LCR Staff releases the Marriage License.	EIC at Window R	2-5 mins.		



FILING OF REPUBLIC ACT 9048 CHANGE OF FIRST NAME

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
Client/Registrant presents certificate of live birth with wrongly registered first name of child	EIC at Window B		Filing Fee – P 3, 000.00 Certificate of Finality – P85/copy	
Receiving clerk reviews the document to be corrected and gives the checklist of requirements to be produced by the client and explains procedure/flow of process	EIC at Window B	15-30 mins.	Endorsement to PSA – P110 Certificate of Filing – P85/copy	
Receiving clerk reviews documents submitted and prepares the petition for review and signature of the petitioner	EIC at Window B	15-30 mins.	Certified Copy of Affirmed Petition – P85/page Annotated Certificate – P85	
EIC collects fees and issues official receipt for filing fee	EIC at Window G (Payment)	5-10 mins.	Unannotated Certificate – P85	
EIC will post the notice for 10 consecutive days	EIC at Window B	10 days		
In concurrence with the posting period, the petitioner is advised to publish said petition thru a local newspaper	Publisher of the client's preference	2 consecutive issuances		
An affidavit of the publisher together with the newspapers where the notice of publication was published must be submitted to the receiving clerk	EIC at Window B	5-10 mins.		
After completion of all requirements, the CCR will render the decision based on the attached evidences	City Civil Registrar	5 working days		



Filing of Republic Act 9048 Change of first Name

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
<p>Within five (5) working days after the date of the decision approval, petition will be transmitted to PSA, Legal Services division for the latter's approval</p> <p>Upon receipt of Affirmation of Decision from OCRG, receiving clerk notifies petitioner thru call or text.</p> <p>If decision by OCRG is IMPUGNED, the petitioner will go PSA. Legal Services Division and file a motion for reconsideration depending on the grounds of said decision.</p> <p>If petitioner opted not to file for motion for reconsideration, he should execute an affidavit stating therein that he waived his rights to file for motion for reconsideration.</p>	<p>EIC at Window B</p> <p>EIC at Window B</p>			
<p>Certificate of finality, certified copies of affirmed petition and certified copies of annotated and unannotated certificate of live birth will be issued to petitioner with official receipt for its corresponding fees</p>	EIC at Window B	30mins.-1 hour		



Filing of Republic Act 9048 Correction of Clerical Error

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
Client/Registrant presents certificate of live birth with wrongly registered entry/ies	EIC at Window B		Filing Fee – P 1, 000.00	
Receiving clerk reviews the document to be corrected and gives the checklist of requirements to be produced by the client and explains procedure/flow of process	EIC at Window B	15-30 mins.	Certificate of Finality – P85/copy Endorsement to PSA – P110 Certificate of Filing – P85/copy	
Receiving clerk reviews documents submitted and prepares the petition for review and signature of the petitioner	EIC at Window B	15-30 mins.	Certified Copy of Affirmed Petition – P85/page	
EIC collects fees and issues official receipt for filing fee	EIC at Window G (Payment)	5-10 mins.	Annotated Certificate – P85	
EIC will post the notice for 10 consecutive days	EIC at Window B	10 days	Unannotated Certificate – P85	
After completion of all requirements, the CCR will render the decision based on the attached evidences	City Civil Registrar	5 working days		
Within five (5) working days after the date of the decision approval, petition will be transmitted to PSA, Legal Services division for the latter's approval	EIC at Window B	Within five (5) working days after the date of the decision approval, petition will be transmitted to PSA, Legal Services division for the latter's approval		



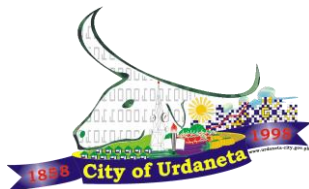
FILING OF REPUBLIC ACT 9048 CORRECTION OF CLERICAL ERROR

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
<p>Upon receipt of Affirmation of Decision from OCRG, receiving clerk notifies petitioner thru call or text.</p> <p>If decision by OCRG is IMPUGNED, the petitioner will go PSA. Legal Services Division and file a motion for reconsideration depending on the grounds of said decision.</p> <p>If petitioner opted not to file for motion for reconsideration, he should execute an affidavit stating therein that he waived his rights to file for motion for reconsideration.</p>	EIC at Window B			
<p>Certificate of finality, certified copies of affirmed petition and certified copies of annotated and unannotated certificate of live birth will be issued to petitioner with official receipt for its corresponding fees</p>	EIC at Window B	30mins.-1 hour		



FILING OF REPUBLIC ACT 9048 CORRECTION OF CLERICAL ERROR

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
Client/Registrant presents certificate of live birth with wrongly registered day and/or month (date of birth) and/or sex of child	EIC at Window B		Filing Fee – P 3, 000.00	
Receiving clerk reviews the document to be corrected and gives the checklist of requirements to be produced by the client and explains procedure/flow of process	EIC at Window B	15-30 mins.	Certificate of Finality – P55/copy Endorsement to PSA – P110	
Receiving clerk reviews documents submitted and prepares the petition for review and signature of the petitioner	EIC at Window B	15-30 mins.	Certificate of Filing – P55/copy Certified Copy of Affirmed Petition – P55/page	
EIC collects fees and issues official receipt for filing fee	EIC at Window G	5-10 mins.	Annotated Certificate – P55	
EIC will post the notice for 10 consecutive days	EIC at Window B	10 days	Unannotated Certificate – P55	
In concurrence with the posting period, the petitioner is advised to publish said petition thru a local newspaper	Publisher of the client's preference	2 consecutive issuances		
An affidavit of the publisher together with the newspapers where the notice of publication was published must be submitted to the receiving clerk	EIC at Window B	5-10 mins.		
After completion of all requirements, the CCR will render the decision based on the attached evidences	City Civil Registrar	5 working days		



FILING OF REPUBLIC ACT 10172 CORRECTION OF CLERICAL ERROR IN THE DAY AND MONTH (DATE OF BIRTH) AND/OR SEX IN COLB

Step by Step Procedure in availing of Frontline Services	Personnel In Charge	Time needed to complete the procedure (days/hrs/mins)	Amount of Fees, if any	Required Documents
<p>Within five (5) working days after the date of the decision approval, petition will be transmitted to PSA, Legal Services division for the latter's approval</p> <p>Upon receipt of Affirmation of Decision from OCRG, receiving clerk notifies petitioner thru call or text.</p> <p>If decision by OCRG is IMPUGNED, the petitioner will go PSA. Legal Services Division and file a motion for reconsideration depending on the grounds of said decision.</p> <p>If petitioner opted not to file for motion for reconsideration, he should execute an affidavit stating therein that he waived his rights to file for motion for reconsideration.</p> <p>Certificate of finality, certified copies of affirmed petition and certified copies of annotated and unannotated certificate of live birth will be issued to petitioner with official receipt for its corresponding fees</p>	<p>EIC at Window B</p> <p>EIC at Window B</p> <p>EIC at Window B</p>	<p>30mins.-1 hour</p>		